

# Inside 5AIS

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# **Report Enhancements**

#### **Student Integrity Status Report**

The Student Integrity Status Report has been modified to allow the download/viewing of "failures only" for individual Integrity types (ADM, October Enrollment, Year-End Status, SPED, ELL) or for all Integrity types at once. The following options are available when downloading this report:

Format: XML, Simple text

Integrity Type: All, ADM, October Enrollment, Year End Enrollment, SPED, ELL

Retrieve Failures Only: Yes, No

The "default" options when this report is requested will be:

Format: XML

Integrity Type: All

Retrieve Failures Only: Yes

# SDSPED71 SPED Report and SDELL71 ELL Report

There is a new version of the SDSPED71 and SDELL71 reports. The PDF Reports shows a new layout where data has been grouped by Integrity Status. Instead of showing an integrity 'status indicator' at the end of each line, data is now grouped and displayed in order of students who 'Failed', have 'Not Run' and 'Passed' the Integrity process.

Note that in the SPED report, ELL will be indicated when an ELL was submitted for the SPED student and regardless if ELL submitted passed, failed or have not been run of Integrity.

An example of the SDSPED71 report appears on page 8 of this issue.

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## Zero Attendance on First Day and Withdrawal Date

From FY 2004 onwards SAIS will validate to see whether a student reported by attendance has attendance reported for their first day of membership, and in the cases where students withdraw whether they have attendance reported on that day. If not, the student will fail ADM integrity with one of the following errors:

-44203 Zero minutes of attendance on the first day of membership is not allowed

-44204 Zero minutes of attendance on the last day of a membership is not allowed

# Reminder: Aggregation 2004

- Aggregation will be run at a Holder/District level only.
- Aggregation for Fiscal Year 2004 will start running when the last track of an LEA within a District/Charter Holder passes 40<sup>th</sup> day + 12 days.
- Once a District/Charter has passed this point, they will be picked up to run through aggregation only if a change has been made to their data, or to data for student concurrently attending elsewhere, since the last aggregation run.

Please send comments and suggestions: insidesais@ade.az.gov



# New Transaction: Support Programs - Guidelines:

This is a very basic transaction, similar to and based on the ELL transaction.

Needs that have been added for this transaction:

Quantitative (Math) Giftedness	Giftedness
Language Arts (Verbal) Giftedness	Giftedness
Non-Verbal Reasoning Giftedness	Giftedness
Eligible for reduced fee lunch	Economic Disadvantage
Eligible for free lunch	Economic Disadvantage
Homeless	Economic Disadvantage
Migrant Agriculture Employment	Economic Disadvantage
Immigrant	
Neglected	Economic Disadvantage
Delinquent	Behavioral Disadvantage
Chronic Illness/Condition	Health
Math	Academic Disadvantage
Language Arts (reading and/or writing)	Academic Disadvantage
Science	Academic Disadvantage
Refugee	Economic Disadvantage
Social Studies	Academic Disadvantage
Other Academic Services	Academic Disadvantage
No Need	

#### Support Programs for this transaction:

21st Century program

Homeless

Migrant Academic Support

Migrant Health, Eye and Dental Services

Migrant Support Services - Non-academic

Neglected or Delinquent Program Services

School Improvement Supplemental Education Services

Title I Mathematics

Title I Other

Title I Reading

Title I Science

Title I Social Studies

Transportation/ Migrant

Transportation/ School Choice

To see more information on these programs check page 48 of the Codes Value Document at <a href="http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc">http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc</a>

#### A few points to note:

- The three Giftedness Needs and the Health Need stand on their own and do not have related Support Programs.
- There are two support programs that can exist without a Need: 21st Century and Transportation/School Choice. For these Support Programs a new Need code has been added – NOND to show No Need
- Your LEA will usually need approval to be able

to submit data for these needs; the following rules are in place:

- Any LEA that is active for 2004 can report students as Homeless
- Most of the other support programs fall into four groups. If a district or charter has an approved FY 04 project for a grant in that group, then the district or charter will be authorized/approved to report transactions for support programs in that group

#### 21st Century

Support Program:

21st Century Program

Qualifying Grants:

21st Century Community Learning Centers

21st Century Community Learning Centers Renewal – Year 2

#### Title I-A

Support Programs:

Title I Mathematics

Title I Other

Title I Reading

Title I Science

Title I Social Studies

*Qualifying Grants:* 

Title I LEA

#### Title I - C

Support Programs:

Migrant Academic Support

Migrant Health Eye and Dental Services

Migrant Support Services-Nonacademic

Transportation/Migrant

**Oualifying Grants:** 

Migrant Ed Basic Grant

#### Title I - D

Support Programs:

Neglected or Delinquent

Qualifying Grants:

Title I Neglected & Delinquent

Title I LEA - Neglected and Delinquent

# Please make use of these helpful links:

You can find MIS on the Web at

http://www.ade.az.gov/misinternet

Check the MIS Bulletin Board at

http://www.ade.az.gov/misbulletinboard

SAIS-Related Issues are listed at

http://www.ade.az.gov/misbulletinboard/knownissues.asp

SAIS Codes Values at

http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc



# 1. Keep the information in your Student Management System up to date

- When students start in programs, enter their information.
- When students change programs or services, update their information.
- When students leave programs, enter their exit data.

Don't wait until 12/1 to enter this data; enter it as it happens.

#### 2. Make sure this data is uploaded to SAIS

• If you are responsible for uploading the data to SAIS, get into a routine of doing this in a timely manner (weekly, biweekly, etc).

#### HOW TO UPLOAD A FILE TO SAIS - Student Detail

- Extract the SAIS file to upload from your Student Management System, and save to a known location
- Log on through the Common Logon, and select Student Detail Data Interchange
- Select Upload option
- Select the *Browse* button, navigate to where you saved the file created in the first step, and select that file
- Click Go to upload the file

#### **Needs Online**

Needs Online Access has been removed for all users. If you need access to Needs Online again for FY 2004, you will need to contact School Finance at 602-542-5695 to arrange access.

• If you do not submit the uploads yourself, make contact with the person who does, and make sure they are sending your data on a regular basis. Check with them to learn how you can validate your uploads and check the reports.

#### 3. Check the results of your uploads

After uploading data to ADE, make sure you check the results of your uploads.

# To check whether an uploaded file has completed processing:

- Log on through the Common Logon, and select Student Detail Data Interchange
- Select Status option
- Click Go
- Check whether the file has completed processing make a note of the file sequence number that you uploaded

- Activity Status of File processed with Errors or File processed successfully file has completed processing
- Activity Status of File is waiting to be processed or File is being processed – file has not completed processing, so check back later

#### To check the results of an uploaded file:

**BEST METHOD** (but this depends on your SMS)

- Log on through the Common Logon, and select Student Detail Data Interchange
- Select Download option
- Under System Status, select Get the Status on Submitted Import Files
- Select your download format (xml or text). All vendors use text format, except PowerSchool, which uses xml format
- Enter the sequence number of the file you uploaded, and click Go
- Save the file created to a known location
- Import that result file into your Student Management System
- Your SMS will produce a report that will highlight any problems/failures with the file you uploaded
- You need to make any necessary corrections, then follow the procedure to create and upload a file again

Other METHOD (but this depends on your SMS)

- Log on through the Common Logon, select Student Detail Data Interchange, and select Status option
- Click Go
- For the file that you are checking, in the *Results* column, click on the transactions link
- The screen that will appear will show all uploaded transactions that have either failures or warnings
- Selecting the Failures or Warnings link will display the reason the transaction failed
- You need to make any corrections necessary, and then follow the procedure to create and upload a file again

After completing this process, you will know that you have your data entered and accepted by SAIS. This means that the format of the data was correct, and BASIC business rules have been checked.

However, this does **NOT** mean that your job is complete and that these students WILL now be funded!

#### 4. Integrity

SAIS has TWO validation steps ... the <u>transaction</u> validation explained above, and the <u>Integrity</u> process, which is performed AFTER transactions are successfully uploaded. The Integrity process is automated, and will be triggered to run for a student when a file that is uploaded processes successful transactions for that student.

Integrity checks the total validity of a student's data to make sure that ALL business rules are checked and in order before allowing that student to be funded.

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#### An example of this process would be:

You submit a service for a student with an MD Need. This transaction passes the upload process, and it is accepted by SAIS. This means that all the data entered for this student's MD Service was in the correct format and valid. However, after this file has been uploaded, because a change has been made to this student's SPED data, SPED integrity for this student will be triggered. When this process runs for this student, it will check through all the related SPED business rules. If, for example, this student already had a Service for an MDSSI Need for this fiscal year on SAIS, and the dates are the same as the newly added MD Service, this will cause SPED Integrity to fail for this student, as the business rules state that a student cannot be receiving services for an MD and MDSSI Needs within the same time period.

Therefore, SPED Integrity MUST be checked, since any student who fails SPED Integrity WILL NOT be included for SPED State or Federal funding purposes. To check Integrity you have two options; select whichever works best for you!

# **The SDSPED71 report** (available in pdf and text format)

This report is a school level report, and will show <u>all</u> students at the selected school who have <u>any</u> SPED Need, and/or SPED program/service entered and accepted by SAIS. This report is broken into 3 sections:

Students with failed SPED Integrity status Students still waiting for Integrity to be run Students that have passed SPED Integrity

This report *will NOT* show <u>why</u> they failed Integrity. You will need to go to the next step – Student Integrity Status report – to discover the reason why the student failed integrity.

By checking this report, you can:

- Make sure that <u>all</u> your SPED students' data has been entered and accepted by SAIS
- Verify that their Needs and program services are correct
- Verify that their entry and exit dates are correct
- See which students (if any) have failed integrity

Even if a student has passed integrity, there are still some reasons why a student may not receive State or Federal Funding. (See the section titled 'Some Reasons for not receiving funding' later in this article.)

#### To check SDSPED71 report:

- Log on through the Common Logon, and select Student Detail Data Interchange
- · Select Download option
- Under Reports, select the SDSPED71 SPED Report link

(Please see the sample SDSPED71 Report on page 8.)

# **Student Integrity Status Report**

This report is available at a school level. It offers the following options:

- listing all students who have integrity failures and warnings
- viewing students with 'failures only' and by individual Integrity System type
- showing all students at the school with their integrity status

The report shows the entire Integrity Status for the student. This means that a student may be failing integrity for a non-SPED reason, and you will need to drill down on the student to see in which system the integrity failure occurred.

#### To check Student Integrity Status report:

- Log on through the Common Logon, and select Student Detail Data Interchange
- Select Download option
- Under Reports, select the Student Integrity Status Report link
- You have the option to select to view only integrity failures for SPED students
- If you are viewing the xml version, first select the option to save the file
- · Save the file to a known location on your computer
- Then open the file from that location
- In the explanation below we have selected 'failures only' and all integrity types (these are the default options).
- The xml version of the report has a check box at the top that allows showing all students (the default view is to show only students with integrity errors or warnings)
- There is also the option to sort the report by *SAIS Student ID* or by *Students Last Name* (SAIS Student ID is the default)
- One line is shown for each student. The student's overall SAIS integrity Status is shown at the end of the line as *Valid* or *Invalid*.
- Students whose Integrity status is *Invalid* can also be recognized by a large red exclamation point before the student's details.
- A click on the exclamation point expands the record to show the different system integrity statuses for that student, to verify the system causing the student to fail.
- Integrity type *Integrity Check for SPED Aggregation* represents the SPED system. If this line has an invalid status and a red exclamation point, that student is failing SPED integrity.

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 Click on the exclamation point again, and the reason for the failure will be displayed.

Note: there will also be a date at the end of this failure description telling when this integrity failure occurred. If you have uploaded new data for this student since this date, integrity for the student may still be waiting to run.

- These errors need to be corrected in your SMS, and the upload process redone, so that these integrity errors will clear.
- Even if a student <u>has</u> passed integrity, there are still some reasons why a student may not receive state or federal funding. (See the section titled 'Some Reasons for not receiving funding' later in this article.)

Please review the sample Student Integrity Status report, below.

#### 5. No More Errors!

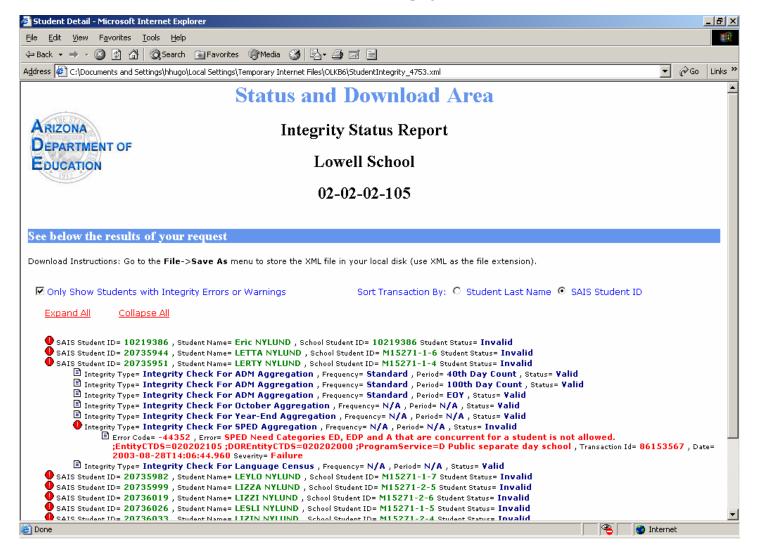
When you reach the point where there are no integrity errors, and you are sure that all your students are appearing in SAIS, this means you have almost finished.

On a scheduled basis, all the data that has been entered into SAIS, and has passed integrity, will be "pushed" by School Finance into the old Student Count System. This will then generate your SPED04 reports. From there the SPED28 reports will be calculated.

6. Some Reasons for not receiving funding (students passing integrity and then not appearing on SPED04 reports or in Federal Counts)

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#### **Example of the Student Integrity Status Report**





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There are a few reasons why a student MAY pass integrity, but will not be funded:

- The Service Code for a Need is valid, but it is not eligible to receive state and/or federal funding.
- You can determine which Service Codes are eligible for state and/or federal funding by checking in the SAIS Codes Values document at http://www.ade.az.gov/Sais/codevalues/DataT ransactionCodeValues.pdf (under Special Education Services on page 41. (...or refer to the handout 'Cheat Sheets')
- Students who exit a program before 12/1, or enter a program after 12/1, will not be included in the federal funding count.
- Students who exit before 9/8 or enter after 1/28 will not receive any state funding for that program. If they enroll after 9/8 or exit before 1/28, their funding will be allocated proportionally.
- For more information on the funding formula, check the following web page on the Internet: http://www.ade.az.gov/schoolfinance/SAISSup port/PrivateSchls/InstrRegRpts/SPEDCensusI nstrsFY2004.pdf
- Watch for over-age or under-age students. Students will be funded only until the day before their 22nd birthday. Therefore, students who turn 22 on 9/7 will not be counted for state or federal funding.

# Remember to call for help!

Don't struggle or get stuck with a SAIS-related problem, even if it seems trivial. Remember, if at any stage you are unsure of the SAIS process, if you are confused by an error message you receive, or if you simply need advice, please don't hesitate to contact your local RTC: http://www.ade.az.gov/rtc/

...or call or email the ADE Support Center:

(602)542-7378 (866)577-9636 ADESupport@ADE.AZ.GOV

If these resources are unable to help immediately, they will escalate your problem or concern to someone in ADE who can help!

Do check the MIS Bulletin Board for updated information on SAIS:

http://www.ade.az.gov/misbulletinboard/

!!! **NOTICE** !!!

After further consideration, SAIS will <u>not</u> collect the new Withdrawal Reasons element this year, as was previously announced in the 2003-04 SAIS Changes. SAIS will begin collecting this data in FY2004-05.

#### **FY 2003 Submissions**

If there are any districts or charters that need to revise their ADM, ELL, or SPED data for FY03, please contact Steve Murosky to gain access: smurosk@ade.az.gov or 602-542-8239. There is no need to file a 15-915 letter. After you have completed revising your data, we will re-aggregate it and notify the budget team.

Watch the MIS Bulletin Board for the launch of the NEW

SAIS Focus Group

coming shortly!

#### **SPED Exit Reason Code 6**

The Exit Reason Code Moved, Not Known to be Continuing was slated to be removed from SAIS this year, and this change had been implemented. However, the ESS department has informed us that this Exit Reason Code will still be valid for FY 2004. Therefore it has been implemented once again, and is available in SAIS.

## 10 Days of **Unexcused Absence**

For 2004, ADE will fail students at integrity time if they have 10 or more full days (where their absence amount equals their FTE) of unexcused absence. The error message that will be given is:

-44001 Student has excessive unexcused absence. A.R.S 15-901A requires that this student be withdrawn. Start date of absence: 99/99/9999; End date of absence: 99/99/9999.

The LEA needs to then verify the absences and either correct them, or if they are correct, withdraw the student, the withdrawal date being the day the student last attended the school.



# **Age Validations in SAIS**

#### ADM - AGE VALIDATIONS FOR FUNDING PURPOSES

Grade/Age	Age Validation	Stipulations
PS – enter*	33 months old by Sept. 1st	Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD at some point during the school year.
		<ul> <li>Student can be enrolled prior to turning 33 months old, but will not generate ADM funding until they turn 33 months old.</li> </ul>
PS – exit*	Must be less than 5 years old by Sept. 1 <sup>st</sup>	Cannot be in PS if turns 5 years old by Sept. 1st
KG	Must be 5 years old by Jan. 1st	
UE	Must be 5 years old by Jan. 1 <sup>st</sup> ADM funding stops the day student turns 22 years old	<ul> <li>If student is KG age, they must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI)</li> </ul>
1 <sup>st</sup> through 12 <sup>th</sup> Grade and US	Must be 6 years old by Jan. 1 <sup>st</sup> ADM funding stops the day student turns 22 years old	

#### SPED - AGE VALIDATIONS FOR FUNDING PURPOSES

Grade/Age	Age Validation	Stipulations
PS – enter*	33 months old by Sept. 1 <sup>st</sup>	<ul> <li>Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD. (Note: only HI, VI and PSD are eligible for SPED State Funding)</li> </ul>
PS – exit*	Must be less than 5 years old by Sept. 1st	Cannot be in PS if turns 5 years old by Sept. 1st
KG	Must be 5 years old by Jan. 1 <sup>st</sup>	
UE	Must be 5 years old by Jan. 1 <sup>st</sup> SPED funding stops the day student turns 22 years old	
1 <sup>st</sup> Grade through 12 <sup>th</sup> Grade and US	Must be 6 years old by Jan. 1 <sup>st</sup> SPED funding stops the day student turns 22 years old	

# **JTED Concurrency Funding Rules**

For the 2002-2003 fiscal year, SAIS calculated the ADM between districts, charters, and Joint Technological Education Districts (JTED) incorrectly. The system has now been adjusted to make the correct calculation of ADM. School Finance will be applying these adjustments to FY 2002-2003 and FY 2003-2004 student count data. ADM will be distributed according to the table below.

#### DISTRIBUTION OF ADM WITH VALID CONCURRENCY

		ADM	Maximum Split
1	Member district and JTED satellite operated by same member district	1.25	District takes first cut. Remainder goes to JTED. Limited to actual enrollment at each.
2	Member district and JTED main campus or member district and JTED satellite operated by a different member district	2.0	1.0 each. Limited to actual enrollment at each.
3	Non-member district and JTED satellite campus	1.0	DOR receives ADM and funding and tuitions student to JTED
4	Non-member district and JTED main or satellite campus	1.0	DOR receives ADM and funding and tuitions student to JTED
5	Charter and JTED main or satellite campus	1.0	DOR (charter) receives ADM and funding and tuitions student to JTED



#### Page: Arizona Department Of Education SdSPED71 Print Date: 09/25/2003 12:08:54 SPED Report ple sped Requesting District ID: 02-02-02 Requesting District Name: Bisbee Unified District School CTDS: 02-02-02-105 School Name: Lowell School

Integrity Result	4
Failed	-

Public SAIS ID	Last Name	First Name	Gender	Need	ELL	Track	Grade	Srvc Type	Spec. Enroll.	Srvc Entry	Srvc Exit	Withdrawal Reason	DOR CTDS	Nghbrd School	DOR Start	DOR End
10219386	NYLUND	LANDER	M	MD	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
10219386	NYLUND	LANDER	M	MDSSI	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20735951	NYLUND	LERTY	F	ED	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20735951	NYLUND	LERTY	F	EDP	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736026	NYLUND	LESLI	F	Α	No	1	2	N/A	N/A	N/A	V(A	N/A	02-02-02-000	/	08/06/2003	-
20736020	NYLUND	Jr^\	F	ED	N	্ 1	2	N/A	N/A	Dr.	The state of	N/A	~~ 02-000	N/A	°76/20′	-
	<b>TUND</b>	por por	Ę	Α,	/ ^	14	2	1	*****	and the second	<u> </u>	N/A	70a.	N/A	003	-
36064	) ND	LÚCKY	en e	MIMP	.10		√2/		No	n/A	N/A	N. M.	02-02- 0	N/A	08/06/2003	-
20736064	NY	LUCKY	F		No	<b>1</b> .		N/A	N/A	N/A	N/A		02-02-02-000	N/A	08/06/2003	-
20736095	NYLÙ⋈Đ	LUCYL	F	MR∪MR	No	1	\	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736095	NYLUND	LUCYL	F	SMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736118	NYLUND	LUTHE	F	MIMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736118	NYLUND	LUTHE	F	MOMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736118	NYLUND	LUTHE	F	SMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
Totals:	3	4														

Integrity Result Not Run	4															
Public SAIS ID	Last Name	First Name	Gender	Need	ELL	Track	Grade	Srvc Type	Spec. Enroll.	Srvc Entry	Srvc Exit	Withdrawal Reason	DOR CTDS	Nghbrd School	DOR Start	DOR End
10327098	Nylund	LAMBERT	М	MIMR	No	1	1	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
10327098	Nylund	LAMBERT	M	SLD	No	1	1	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
Totals:		2														

Integrity Result																
Passed																
Public SAIS ID	Last Name	First Name	Gender	Need	ELL	Track	Grade	Srvc Type	Spec. Enroll.	Srvc Entry	Srvc Exit	Withdrawal Reason	DOR CTDS	Nghbrd School	DOR Start	DOR End
20735968	NYLUND	LAURA	F	ED	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20735975	NYLUND	LAYLA	F	EDP	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736040	NYLUND	LENNY	F	Α	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736101	NYLUND	LIBEN	F	ED	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736101	NYLUND	LIBEN	F	HI	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736101	NYLUND	LIBEN	F	MD	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736002	NYLUND	LINDE	F	HI	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736002	NYLUND	LINDE	F	MDSSI	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736002	NYLUND	LINDE	F	OI	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736088	NYLUND	LOLLA	F	MIMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736057	NYLUND	LORCK	F	MOMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
20736071	NYLUND	LORIE	F	SMR	No	1	2	N/A	N/A	N/A	N/A	N/A	02-02-02-000	N/A	08/06/2003	-
Totals:	1	2														